

WINCHESTER PARKING AUTHORITY
June 23, 2016

MEMBERS PRESENT: Dick Helm, Kim Burke, Mike Miller & Howard Manheimer

MEMBERS ABSENT: David Dillard

OTHERS PRESENT: Samantha Anderson, Teresa Couch, Eden Freeman,
Jennifer Bell, Justin Kerns & Robert Taylor

I. CALL TO ORDER

Chairman Helm called the meeting to order at 7:35 a.m. at which time it was determined a quorum was present.

II. REVIEW OF MAY 2016 MEETING MINUTES

The minutes were submitted by Chairman Helm and, without objection, were unanimously approved.

III. EXECUTIVE DIRECTOR'S REPORT FOR MAY 2016

Anderson reported the following:

- Permanent modifications to Indian Alley between Clifford St. and Cork St. have been completed. This resulted in the addition of two metered spaces and several handicap spaces on the Cork Lot and Cork Street.
- Consulted with Whitaker Parking Systems about the placement of and installation costs for installing the Express Parc machine at Braddock Autopark beside the walk up paystation. The Express Parc was removed from GW Autopark exit lane a few years ago as it only accepted credit cards for payment and it was replaced with a full service in lane paystation. The Express Parc has been in storage and has been set up as a test bench. Due to the ever increasing volume of customers using the walk up paystation at Braddock Autopark in addition to the garage having only one exit, the Express Parc would improve overall customer service at that garage.
- Purchased a distributor cap and rotor button for WPA sweeper. The repairs were conducted by WPA staff.
- Preparations are underway for Rockin Independence Eve. This includes preparing to close first 4 spaces on Hable Lot, placing barricades and no trespassing signs on rooftops of Court Square and GW Autoparks, and notifying monthly parkers who will be affected by the roof closures. Roof doors at Court Square and GW Autoparks will be locked in accordance with fire and rescue codes. Anderson reported that she met with the Virginia Defense Force representatives to discuss logistics and establish a mission brief for the event. It was noted at the meeting that the Defense Force may

not be able to provide the 12 members to monitor the garages as indicated however; they will provide enough members to adequately monitor the garages in accordance with WPA expectations. Defense Force members will begin monitoring Court Square and GW Autoparks from 5 p.m. to 10 p.m. on July 3rd, 2016. The Defense Force was asked to provide WPA with an after action review of the event.

- WPA has begun interviewing applicants for the new position of part time maintenance technician for weekend coverage.

IV. REVENUE REPORT FOR MAY 2016

Miller reported the grand revenue total for May 2016 was \$100,115, a decrease of \$20,037 or -17% in comparison to May 2015. Total hourly revenue for May 2016 was \$42,341, a decrease of \$10,614 or -20% in comparison to May 2015. Rent revenue for May 2016 was \$43,877, a decrease of \$370 or -1% in comparison to May 2015. Total meter and fine revenue for May 2016 was \$13,480, a decrease of \$8,450 or -39% in comparison to May 2015. There was no miscellaneous revenue to report for May 2016. Validation coupon revenue for May 2016 was \$417. Total hourly parking tickets for May 2016 was 14,793 displaying an increase of 759 tickets in comparison to the previous month. At the end of May 2016, there were 970 spaces or 70% total utilization of spaces being rented at all four parking garages with a total of 430 spaces available for rent. Of the 430 spaces available for rent, 264 spaces were located on the roof and 166 spaces were located undercover. At the end of May 2016, the total revenue for FY 2016 thus far was \$1,046,856 or 1% in comparison to the previous fiscal year.

Helm noted that revenue numbers were holding steady but the hourly revenue for May 2016 appeared to be off balance. Anderson explained that cash sale revenue totals from the Apple Blossom Festival that occurred at the end of April 2016 has been reflected in the May 2016 hourly revenue report however, the abundance of rainy weather that occurred in May impacted the overall hourly revenue total for the month. Helm added that overall revenue numbers at this time are approximately the same as was reported last year at this time.

V. OLD BUSINESS

1. Tour Bus Parking Discussion

Helm stated that he would like to see a resolution reached on this matter thus resulting in the removal of this item from future agendas. Burke noted that she was unaware from the last meeting that this discussion today would involve speaking about overnight bus parking affiliated with the George Washington Hotel therefore, Burke cited the following, " I am going to abstain from deliberations, voting, and discussion both formal and informal concerning this matter in accordance with §2.2-3112 of the Code of Virginia as I believe that I may have a personal interest associated with my business or profession which requires me to do so. Specifically my family has an ownership interest in the George Washington Hotel which is likely to be directly impacted by the WPA's vote on this issue. "

Helm stated that the Authority's opinion expressed at last month's meeting will continue to remain as standing. Helm asked if this matter has been scheduled to be presented to Council yet, has Council provided any feedback concerning this matter, and did anyone have anything further to add to the discussion. No one in attendance responded. Helm reiterated that the Authority's opinion that was expressed at last month's meeting will continue to stand. Freeman expressed that she was hopeful that further discussion on this issue will finally be concluded.

2. SVEC Request

Helm reminded the Authority of the request from SVEC to remove a landscaping bush from GW Autopark located at the Kent St. side of the garage in order to install an electrical junction cabinet. The junction cabinet will replace aged power poles and wiring at this location. Anderson updated the Authority by stating that she had spoken with the Frederick County Offices and the Oakcrest Realty Offices which will be affected by the SVEC reconstruction and both entities approved of and will benefit from the installation of the junction cabinet. Helm asked if any action would be needed from the Authority to which Anderson replied that it would not be necessary. Anderson added that she will assist with any coordination efforts if necessary and that SVEC did state that the scheduled reconstruction has been delayed at this time and a target date to begin the work is yet to be determined.

VI. NEW BUSINESS

1. Rockin' Independence Eve Sponsorship Request

Helm explained to the Authority that the sponsorship request for Rockin' Independence Eve this year includes variations from the request that was granted last year. Helm noted that the differences were the removal of the hold harmless clause and insurance coverage expectations due to the garages not having any operational staffing present during the event. Anderson informed the Authority that Summit Community Bank has already submitted their check to WPA for the sponsorship and they are requesting that sponsored parking at the garages begin at noon on July 3, 2016 to 11 am on July 4, 2016. Anderson added that the Virginia Defense Force will have their troops on site at the garages from 5 pm to 10 pm on July 3.

At this time Miller cited the following, " I am going to abstain from deliberations, voting, and discussion both formal and informal concerning this matter in accordance with §2.2-3112 of the Code of Virginia as I believe that I may have a personal interest associated with my business or profession which requires me to do so. Specifically, my employer is sponsoring the Rockin' Independence Eve event and may be directly impacted by the WPA's vote on this issue."

Helm asked Anderson if WPA needed to revise the standard sponsorship application to accommodate this request. Anderson replied that the insurance coverage and hold harmless clause would need to be waived because operational staffing would not be present in the garages during the event. Helm asked if this would indicate

that WPA would remain the operators of the garages during the event to which Anderson replied yes.

On motion duly made by Burke and seconded by Manheimer, the Authority approved the sponsorship request with subsequent application revisions from Summit Community Bank for Rockin' Independence Eve on July 3, 2016.

2. Grace Lutheran Preschool Request

Helm informed the Authority that the Grace Lutheran Church and Christ Episcopal Church will be holding its Vacation Bible School from July 11 – 15, 2016 and has requested the use of the curbside spaces in front of the church for the safe loading and unloading of children and volunteers who will be attending. Helm reminded the Authority that this request is consistent with last year's request. Helm added that this request has been approved in previous years without incident.

On motion duly made by Miller and seconded by Burke, the Authority approved the request from Grace Lutheran Preschool for use of the 5 metered spaces in front of the church for the safe loading and unloading of children and volunteers during their Vacation Bible School scheduled for July 11 – 15, 2016 from 8 am to 12:30 pm.

3. Our Health Request

Helm informed the Authority that as years past, Our Health has requested the use of the rear portion of Loudoun Autopark in the event of inclement weather for their annual Community Yard Sale scheduled for August 12, 2016 from 5:30 a.m. to 2 p.m. Helm noted that the request is consistent with last year's request. Miller added that this request has been approved in years past without incident.

On motion duly made by Miller and seconded by Burke, the Authority approved the request from Our Health for use of the rear portion of Loudoun Autopark only in the event of inclement weather for their annual Community Yard Sale on August 12, 2016 from 5:30 a.m. to 2 p.m. If garage is used a flat fee of \$50 will apply and be waived providing Our Health conducts clean-up of rear portion of garage after use.

Anderson informed the Authority that she has been contacted by a business that has relocated to Braddock St. inquiring about renting lot spaces for their 5 vans equipped with ladders. The vehicles will be unable to use Braddock Autopark because of the 7 ft. clearance. Burke asked where the business will be located on Braddock St. to which Anderson replied that it will be located next to the F.B.I. building. Manheimer asked Anderson if the business wanted permanent parking spaces for their vehicles to which Anderson replied yes. Helm stated that the Authority will discuss the matter when the business submits a formal request.

VII. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:52 a.m. The next meeting of the Winchester Parking Authority is scheduled for Thursday July 28, 2016 at 7:30 a.m. in the Conference Room at the Winchester Parking Authority Main Office located in the George Washington Autopark.

Respectfully submitted,

Teresa Couch

Office Assistant

Minutes Approved: _____